

UNITED STATES ATTORNEY'S OFFICE  
DISTRICT OF UTAH



STUDENT CLERK  
ONE POSITION AVAILABLE

General Information: 20-25 hours per week during school and 40 hours during breaks and summer quarter.  
Salary ranges between \$9.74 to \$13.41 per hour depending on experience and education level.

Duties: Assist staff with various clerical duties.

Requirements: Must be a student pursuing a degree.  
Job expires upon graduation.  
Clerical experience preferred but not necessary.  
Must be able to work 20 to 25 hours per week between 8:30 a.m. and 5:00 p.m., Monday through Friday.  
Must submit resume with references.

Security: Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.  
Please allow approximately a minimum of 4-8 weeks for completion of background clearance. Selectee will be subject to drug testing by urinalysis prior to appointment.

Location: United States Attorney's Office  
185 South State Street  
Suite 300  
Salt Lake City, Utah 84111

Deadline: June 15, 2010

Contact: Danna Reichert  
(801) 325-3242